



Membership Reinstatement

If your membership has been suspended for non-payment of fees or if you are retired and wish to return to good standing, you will need to reinstate your licence by paying the annual membership fee (\$170) and the reinstatement fee (\$130) for a total of \$300. You may reinstate online or by remitting this hard copy form.

If you are paying by credit card, please visit the [e-Services](#) section of our website [oct.ca](#) → [E-Services](#) and make your payment. You will be reinstated immediately.

If remitting this hard copy form, include the fee and allow up to 30 business days for the College to process your request.

PERSONAL INFORMATION

COLLEGE REGISTRATION NUMBER

LAST NAME

FIRST AND MIDDLE NAMES

EMAIL

ADDRESS LINE 1

ADDRESS LINE 2

APT.# / UNIT # / P.O. BOX / RR#

CITY

PROVINCE

POSTAL CODE / ZIP CODE

COUNTRY

PRIMARY PHONE

SECONDARY PHONE

MEMBERSHIP REINSTATEMENT REQUIREMENTS

If you were previously certified to teach in Ontario and wish to renew your teaching certificate – your licence to teach in the province’s publicly funded schools – and do not wish to reinstate online you must:

- complete, sign and return this form in person, by mail or by fax to the College
- include the required fee of \$300 (reinstatement fee of \$130 plus the annual membership fee of \$170. This covers the current calendar year. We do not pro-rate fees).

The College will review your file and issue the appropriate certificate of qualification and registration.

This certificate will reflect the information we have in your file at the time of the renewal. Any degrees, qualifications or personal information added or changed since the last time you taught will not appear on your certificate. For those degrees and/or qualifications to appear on your certificate, you will have to complete the Request to Update Registry Information form and send all required documents. You can find the form at oct.ca → [members](#) → [forms](#).

I hereby certify that all statements on this form are correct and complete. I understand that I may be required to provide other documents at a future date in support of my reinstatement and that any misrepresentation of this information may be professional misconduct and result in the loss of my certificate of qualification and registration.

SIGNATURE

DATE (DD/MM/YY)

Please either enter a digital signature or print, sign and date this form before sending it back to the College.

PAYMENT

Only completed and signed forms will be processed.

Please make your cheque or money order payable to **Ontario College of Teachers**, attach it to this form and mail to:

Membership Services
Ontario College of Teachers
101 Bloor Street West
Toronto ON M5S 0A1

Post-dated cheques are not accepted.